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Cooperative Education Program
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#### **Education**

Northeastern University, Boston, MA (1998)

Master of Science Degree: College Student Development & Counseling

Rhode Island College, Providence, RI (1996)

Bachelor of Arts Degree: Psychology

Marion Court College, Swampscott, MA (1994) Associates of Science Degree: Business Management

#### Experience

# Northeastern University, Boston, MA Bouve College of Health Sciences

#### **Faculty Coordinator**

Speech – Language Pathology and Audiology Cooperative Education Program (1994 – present) Health Science Cooperative Education Program, co-manage (2006- present)

Facilitate the Cooperative Education Learning Model: Preparation, Activity, and Reflection. Assist students in clarifying career goals, developing job finding skills and work experiences. Maintain current positions through on – site visits with students and employers. Develop new positions to reflect changing student needs and geographic distribution. Support the needs of the university, college and departments

## Data Manager

Maintain the integrity of our employer database (2009 – present)

# **Faculty Coordinator**

Medical Laboratory Science and Toxicology Cooperative Education Program (1998 - 2009)

# College of Arts and Sciences

Faculty Coordinator

Graphic Design and Multimedia Cooperative Education Program (1998 -1999)

# **Department of Cooperative Education**

Graduate Assistant

Physics, Math, Geology, Electrical Engineering Technology and Computer Cooperative Education Program (1997-1998)

#### **Career Services**

#### Career Counselor

Counseled and advised undergraduate students, seniors, and alumni/ae (1997 – 1998)

Emerson College, Boston, MA (1996 -1997)

#### **Student Life**

#### Graduate Assistant

Coordinated, developed and implemented educational and wellness programs including speaker series (1996 -1997)

#### Instruction

## HSCI2000 04 Professional Development for Cooperative Education (2006 – present)

This course is designed to foster self-assessment skills, enhance personal and professional growth, and provide an introduction to the Cooperative Education Learning Model, co-taught

# SLA U201 Professional Development for Speech – Language Pathology and Audiology (2004 – present)

This course is designed to foster self-assessment skills, enhance personal and professional growth, and provide an introduction to the Cooperative Education Learning Model, instructor

## MCOPU101 Career Decision-Making & Introduction to Cooperative Education (2004-2007)

This course was designed to help students explore possible career and major options. The focus was on self-assessment skills, enhancing personal and professional growth, and providing an introduction to the Cooperative Education Learning Model, instructor

# BHS1101 Transitions, Decisions, the University and You, (2002 – 2003)

This course provided an introduction to university resources, the Medical Laboratory Program, the Cooperative Education Learning Model, and the Academic Common Experience (ACE) objectives. The course was intended to empower students by enhancing their self-understanding and assist them with decisions they will be making academically, socially, and spiritually as members of the university's diverse community, co-taught

Toxicology Professional Development Seminar (2000 – 2003)

This seminar was designed to foster self-assessment skills, enhance personal and professional growth, and provide an introduction to the Cooperative Education Learning Model, instructor

#### MLS 1102 Medical Laboratory Science Orientation 11 (2000 – 2005)

This course provided an introduction to university resources, the Medical Laboratory Science Program, the Cooperative Education Learning Model, and the Academic Common Experience (ACE). The course was intended to empower students by enhancing their self-understanding and assist them with decisions that will be making academically, socially, and spiritually as members of the university's diverse community. Co-taught

#### MLS 1101 Medical Laboratory Science Orientation 1 (2000 -2006)

This course was designed to introduce students to the health-care delivery system, the profession of Medical Laboratory Science and the Cooperative Education Learning Model, co – taught

#### Introduction to Professional Development for Graphic Design Students (1998 –1999)

This seminar was designed to foster self-assessment skills, enhance personal and professional growth, and provide an introduction to the Cooperative Education Learning Model, instructor

# **Conference presentations**

*Alumni Partnerships* (2015), New England Association for Cooperative Education and Field Experience (NEACEFE), Portsmouth, NH with Lynn Burke

Portfolio 101: Reflective Tool: Incorporating Learning and Career Portfolios in Cooperative Education at Northeastern University (2002), New England Association for Cooperative Education and Field Experience (NEACEFE) York Harbor, ME with Lynn Burke

Portfolio 101: Reflective Tool: Incorporating Learning and Career Portfolios in Cooperative Education at Northeastern University (2003), Cooperative Education and Internship Association (CEIA) in Nashville, TN with Lynn Burke

The Rise and Fall of Co-op Programs: Restructuring in Time of Growth and Decline of Students (2004), New England Association for Cooperative Education and Field Experience (NEACEFE) in North Falmouth Cape Cod with Lynn Burke

Beyond Resume Writing: Advanced Career Development for the Health Sciences (2005), New York State Cooperative and Experiential Education & New England Association for Cooperative Education and Field Experience (NYSCEFA) (NEACEFE) in Southbury, CT with Mary Carney

Storytelling (2009), New York State Cooperative and Experiential Education & New England Association for Cooperative Education (NEACEFE & NYSCEEA) in Hancock, MA with Dierdre Jordan

Redefining Career Paths through Co-op and Reflection (2009), (NEACEFE) New England Association for Cooperative Education in Plymouth, MA with Dierdre Jordan

#### **Annual Conferences**

Planetree International Conference on Patient-Centered Care (2015)

Career Counselors Consortium (2012, 2015)

Northeastern University's 7th Annual Employer Conference (2014 – 2016)

NEACEFE Spring Collaborative: Ensuring Success from Day One: Aligning Employer, Educator and Student Expectations (2015)

Massachusetts Public Health Association (2014)

NEACEFE New England Association for Cooperative Education and Field Experience (2000 – 2012)

CEIA Cooperative Education and Internship Association (2008 - 2010)

NYSCEES/NEACEFE New York State Cooperative and Experiential Education Association/New England Association for Cooperative Education & Field Experience (2005, 2007, 2009)

WACE World Association of Cooperative Education (2005)

APHA American Public Health Association (2006)

NCCE National Conference for Cooperative Education (2002)

## **Professional Affiliations – partial list**

New England Association for Cooperative Education and Field Experience (NEACEFE), member Cooperative Education and Internship Association (CEIA), member

American Public Health Association (APHA), member via LinkedIn

American Speech Hearing Association (ASHA), member via LinkedIn

National Career Development Association (NCDA), member via LinkedIn

National Society for Experiential Learning (NSEE), member via LinkedIn

National Association of Colleges and Employers (NACE), member via LinkedIn

#### **Awards**

Faculty Recognition Award - Northeastern University Medical Laboratory Science (2004) Dedicated Advocate Award - Northeastern University Disability Resource Center's (1998)

#### Service

# **Emerson College**

Committee for Awareness Programs at Emerson College, chair (1996 -1997)

## **Bouve College of Health Sciences**

Bouve Orientations, Open houses, New Transfer Sessions, Welcome Accepted Students (present)

Convocation, Marshall (2008 – 2010)

School of Health Professions Honor Assembly, presenter (2002 - 2004)

#### **Bouve Cooperative Education Program**

New Cooperative Education Curriculum – Pilot (2104)

Created and manage LinkedIn group, Northeastern University – Bouve College of Health Science – Health Sciences (2013 – present)

Placepro Core Systems Review Committee, member (2013 - present)

Merit Committee, member (2007 – 2010, Chair (2013, 2014)

Co-op Centennial Celebration at Children's Hospital, organizer (2010)

CHEERS (Center for Community Health Education Research and Service), co-presented of our Cooperative Education Programs to local Community Health Centers (2008)

Tufts Medical Center, Human Resources group, co-presented the Health Science Cooperative

Education Program (2008)

Data manager (2008)

Co-op Awards Committee, member (2002 – 2006)

Cross Referral Committee, member (2005)

Nominated Perkins School for the Blind the for Fourth Annual Northeastern University Co-op Partner Awards ceremony, (2005)

## **Department of Health Sciences**

Huntington 100 Award, nominated 2 student recipients (2013, 2014)

Cooperative Education Award, Dierdre Jordan and I nominated award, student recipient (2014, 2015) Strategic Planning for Department of Health Sciences (2012)

Paul Pratt Award, Dierdre Jordan and I nominated student for special Cooperative Education Award, student recipient (2012)

Paul Pratt Award, Dierdre Jordan and I nominated student for special Cooperative Education Award, student recipient (2011)

Thomas McMahon Award, Dierdre Jordan and I nominated student for special Cooperative Education Award, student recipient (2010)

Exploration committee for the development of the new BSHS Program, member (2006)

Undergraduate Health Science Committee, member (2006 –present)

Bouve Honor Society School of Health Professions – Honors Assemble. Presenter (2002 -2003)

#### **Department of Communication Sciences and Disorders**

Accelerated Master's Degree Committee, member, (2010 – present) Curriculum Committee, member, (2014 – present) Met with external evaluators for self-study for the SLPA program Dr. Nancy Creaghead - University of Cincinnati - Dr. Jackson Roush – University of North Carolina at Chapel Hill (2010)

### **Department of Medical Laboratory Science**

Medical Laboratory Science club, advisor (2004 – 2006)

Fisher Scientific Fair, organizer, Medical Laboratory Science club received a \$1000.00 scholarship (2004) Health Careers Academy, presenter (2003 – 2004)

Development of Medical Laboratory Science, Cooperative Education & Integration Plan, member (2003)

Department of Medical Laboratory Science, Cooperative Education Integration Plan, Co-op Goals & Objectives Committee, member, (2001)

Semester conversion plan, member, (2001)

## **Department of Toxicology**

Thomas McMahon Award, nominated student for special Cooperative Education Award, student recipient (2004)

Department of Toxicology Cooperative Education & Integration Plan, member (2003)

Department of Toxicology, Cooperative Education Integration Plan, Co-op Goals & Objectives Committee, member (2001)

Semester conversion plan, member (2001)

## **Division of Cooperative Education**

Gillette Account Management, member (2004)

Provost Task Force, member (2003)

# **Professional Development**

Engage and Re-Energize Your Recruiting: Reports Trends of 2016 (2015)

Co-op Online Course Module (2015)

Co-op Online Course Elements – Developing on line modules (2015)

Online/Hybrid Teaching & Learning Planning Meeting (2015)

Site Development and Relationship Management Planning Meeting (2015)

Title IX Overview (2015)

Going Somewhere? International Academic Travel and U.S. Export Control Laws (2015)

Orbis Training (2015)

VoiceThread Walkthrough (2015)

Whose Story is It Anyway? Oral Health Dr. Lisa Simon CHA (2015)

Co-op Teaching Exchange: Preparing Students for Guided Inquiries (2015)

Conference for Advancing Evidence-Based Teaching (2015)

The Principles Underlying Deep Learning: Applying Learning Science to Your Teaching Practice (2015)

Co-op Workshop Brainstorm (2015)

Introduction to Storyline & Advanced Storytelling (2015)

Breakfast meeting on Co-op Curriculum (2014)

Orientation to new Reflection and Assessment Database (2014)

Co-op Inquire – Discussion Leading Techniques Workshop for Co-op (2014)

Co-op Inquire – Situated Cognition (2014)

Co-op Inquire – Motivation (2014)

Co-op Inquire – Mindset (2014)

*Cop-op Inquire – Reflecting on what works* (2014)

Mindset & Mindfulness workshop (2014)

*Motivation & Situated learning workshop* (2014)

Inquire Groups and Co-op Workshops for Co-op revision (2014)

Co-op Inquiry Integrating topics through the semester (2014)

On-Co-op Reflection Tool Refresher Training Sessions (2014)

Michelle Zaff - Mindset presentation (2014)

Co-op Course Pilot- end of semester wrap up meeting (2014)

Flipped Classroom Inquiry (2014)

Flipped Classroom Intensive Day long (2014)

Game - fication: Today's Flipped Classroom Inquiry Group (2014)

Working session: Building Application Activities Flipped Classroom (2014)

Team-Based Learning Workshop (2014)

Online Course Development Orientation Program -A two day intensive Online Course Design and Orientation Program (2014)

New Learning Environment Mindmap (2014)

Preventing Workplace Harassment (2014)

*Title X training* (2014)

Careers in Public Health (2014)

Bouve at Breakfast – Weaving Connections to improve Oral Health (2014)

All Things Congenital: Pathogenesis, Public Health and Impact of Birth Defects (2014)

*Utilization of GlobeSmart (2013)* 

*Electronic Privacy "Like this, Not that" (2013)* 

Attended Central Co-op Best Practices Roundtable series (2013)

Co-op Inquiry Group meeting on Activities and Readings (2013)

CATLR Event Registration: "Flipping" the Classroom (2013)

CATLR Event Registration: Active Learning (2013)

CATLR Event Registration: Team-Based Learning (2013)

Attend "Ten Web Technologies You Should be Using" (2013)

Attended Placepro Training (2013)

Innovations in Interprofessional Oral Health Care: Technology, Instruction, Practice, and Service (TIPS) (2013)

Returning Veterans with Disabilities and Employment (2012)

*N-the-Know Asperser's Syndrome and Career Employment* (2012)

*N-the-Know Career Development for Psychiatric Disabilities* (2012)

Disclosure Issues and Students with Disabilities (2012)

Cultural Issues Working with International Students (2012)

Careers in Public Health panel presentation (2012)

Advisor Orientation to Explore Co-op and PlacePro/COOL (2012)

Post a Co-op Job: Basic and New features (2012)

Conversations on Teaching and Learning, From Standardized to Personalize: A Trajectory to Mobil Learning

CCC Career Counselor's Consortium (2012)

*Teaching with Technology Day* (2012)

*University Leadership Speaker Series* (2011)

*Physician Scientist* (2011)

*Healthcare Employer panel* (2011)

*Premed Employer panel* (2011)

Northeastern University Career Services, The Future of Career Services, Current Trends in Senior Year, Advanced LinkedIn for Career Centers, Leveraging Social Networking sites to help students succeed, Webinar (2011)

Joined LinkedIn (2011)

Integrative Learning and Digital Citizenship Workshop (2011)

Tweeting to be Heard: Strategies for incorporating social media into your work (2011)

Careers in International Health (2010)

New Tools for Best Practices in Co-op Record Keeping (2010)

Banner, Placepro, and Data Manager Training which helps with the integrity of our data (2010)

LEO: Patterns and Enrollment Statuses (2010)

The makeup of the Northeastern University student (2010)

Students working with Aspersers Syndrome (2010)

Students with Disabilities, What Should I do? What Must I do? (2010)

Working with Students with Asperser syndrome, Presenter: Marci Shaffer, a disability specialist, from the NU Disability Resource Center (2010)

Career Development for Students with Psychiatric Disabilities, Sarah Helm, Coordinator Disability Careers Office University of Tennessee, Knoxville, webinar (2010)

Disclosure Issues and Students with Disabilities – Courtney Lowdermilk-Joly and Lisa Toft from the NU Disability Resource Center (2110)

N-the-Know Career Development for Psychiatric Disabilities - Sarah Helm, Presenter from the NU Disability Resource Center (2010)

N-the-Know Asperser's Syndrome and Career Employment - Marcia Scheiner, Founder and President Michael John Carley, Executive Director of Asperger Syndrome Training and Employment Partnership (ASTEP) (2010) Mike Armini Senior Vice President for External Affairs presentation (2010)

*University Speaker Series – Ed Klotzbier* (2010)

Breakfast Forum on Experiential Learning at the Henderson House (2009)

Careers in Primary Care (2009)

Best Practices through Social Networking (2009)

Teaching with Technology Day (2009)

Strategies to Successfully Reach More Students More of the Time (2009)

ISSI Seminar (2008)

Teaching with Technology Mini Conference – "Engaging Students in Learning" (2008)

*United Educators Insurance Company – Co-op student liability (2008)* 

Co-op Work Study seminar (2008)

Walk in My Shoes: A Health Access Simulation (2007)

Careers in Public Heath (2007)

Best Practices for Excellent Service to Our Students (2006)

Pilot Test for the Interdisciplinary Co-op Experience Project (2006)

Image Guided Radiotherapy: Challenge and Opportunities (2006)

Behavioral Based Interviewing: Teaching Students How to Use BBI techniques to improve any Interview (2006)

Using Blackboard for Co-op Professional Development Course and Concurrent Reflection in music industry (2006)

How to get into Medical School (2006)

Reflection Process (2006)

Comprehensive review of the Introduction to Cooperative Education and Professional Development courses to identify the best practices which prepare students for successful co-op practices and provide the most value to the employers (2006)

Comprehensive review of the Reflection Processes to identify the best practices which enables students to reflect on their co-op experiences (2006)

Working with Students with Disability (2005)

The Double Edge Sword of Preparing Millennial Students for the Global Workforce (2005)

The Relationship between Ethics and Thinking Skills (2004)

Teaching Academy for Faculty (2004)

Enhancing Your Natural Presentation Skills Workshop (2004)

Co-op Partners Pre Dinner Training (2004)

A Guide to Cooperative Education and Curricular Practical Training for International Students (2004)

Experiential Education Evaluation – Critical Elements of Program Assessment for co-ops & Internships (2004)

Student Business Office seminar for new advisors (2003)

Working with Co-op Employers During Difficult Times (2003)

Placepro training and Lotus Notes (2003)

HIPPA Training (2003)

Build a Blackboard Course in a Day (2003)

Alcohol training for the model in BHS100 (2003)

Blackboard Training (2002)

Lotus Training (2002)

Filemaker (2000)

Creating an Agenda for Improving Gender Dynamics at Northeastern University (2000)

First Year Experience (2000)

Women's Lives, Women's Voices, Women's Solutions: A National Agenda for Women in Higher Education Teleconference (2000)

Recruiting a Talented Work Force (2000)

Mastering the Art of Discussion Teaching (1999)

Warren May Workshop (1999)

Drawing Tools & Page Layout (1998)

Scanning, Image & Sound (1998)

Basic HTML (1998)